

OVERTIME REQUEST AND AUTHORIZATION

INSTRUCTIONS - Requesting office will submit in triplicate to the approving official (through certifying official) who retains one copy and returns original and one copy. When work is completed, the original, with Time and Attendance cards, is submitted to the Finance Branch.

(See Staff Manual Guide. OE-1010)

FROM: (Branch Division)						PAY PERIOD			
						FROM		TO	
AUTHORIZATION IS REQUESTED FOR OVERTIME AS FOLLOWS:									
NAME OF EMPLOYEE	GRADE	STEP	SOCIAL SECURITY NO.	TIMEKEEPER NO.	CHARGE TO UNIFORM ACCOUNTING NUMBER	NO. OF HOURS		CHECK ONE	
						RE QUESTED	USED	PAY MENT	COMPEN SATORY TIME
TOTAL									
EXPLAIN THE UNUSUAL EMERGENCY REQUIRING OVERTIME									
WHAT EFFORTS HAVE BEEN MADE TO AVOID USE OF OVERTIME									
TOTAL ESTIMATED COST @\$ \$ PER HOUR			SIGNATURE OF REQUESTING OFFICIAL				DATE		
\$									
CERTIFYING OFFICIAL									
I CERTIFY THAT: (Check if applicable)			SIGNATURE OF CERTIFYING OFFICIAL				DATE		
FUNDS ARE AVAILABLE									
OFFICIAL APPROVAL									
SIGNATURE OF APPROVING OFFICIAL						DATE			